



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Mental Health Specialist V (Director of Community Services)	NUMBER:	14-08
JOB CODE:	A6700	DATE:	05/30/2014
SALARY RANGE:	85 (\$74,479.20 - \$113,479.20)	PCQ#:	8813387
JOB LOCATION:	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

QUALIFICATIONS: Master's degree in Business Administration, Public Administration, or a human services field, plus extensive progressively responsible experience (72 months or more) in the mental health field, including considerable experience (48 months or more) in an administrative or supervisory capacity.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

KIND OF WORK: This is a highly responsible professional position in the Central Office of the Alabama Department of Mental Health, Division of Developmental Disabilities. The person in this position will act as the Director of Community Services and will be responsible for providing leadership, direction, and oversight of the community service system for intellectual and developmental disabilities. The person in this position will be responsible for the supervision and direction of five community services offices across the state. This position will be responsible for supervision and direction of the Case Management Director who is responsible for the Call Center, housing coordination and services, initial point of contact for services, as well as targeted case management training and certification. The person in this position will also be responsible for working closely with the Waiver Manager/ Coordinator of the Medicaid Home and Community Based Services (HCBS) operated by the Division and coordinate/provide management, oversight and data collection on service delivery to demonstrate compliance with waiver assurances to Medicaid and CMS. Other duties will include implementing strategies and allocating resources that develop and maintain the Alabama's system of services for

individuals with intellectual and developmental disabilities or other people served by the division; supervising key management personnel that support the implementation of these services including Regional Community Services Directors; acting as one of the liaisons with the Alabama Medicaid Agency and other state and federal partners; assisting the public, providers, and regional office staff in understanding, accessing, and operating services for persons with intellectual and developmental disabilities in emergency situations and from waiting lists for services; assisting the regional office staff with questions about Medicaid eligibility, benefits, and limitations; and working with Medicaid to resolve eligibility problems.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of Medicaid eligibility, Medicaid programs, and Medicaid requirements. Knowledge of the field of services for persons with cognitive disabilities on a state, federal, and national level. Knowledge of provider enrollment processes. Knowledge of Medicaid Home- and Community-Based Waivers. Knowledge of quality practice of case management. Knowledge of quality indicators. Skilled at listening and accurately communicating with a variety of people to understand problems and requests for information. Skilled at problem analysis and solving, especially in anticipating and preventing future problems. Skilled in writing. Skilled at being a leader and self-starter. Ability to understand and master complex mechanisms, such as budgets, contract amendments, waiver amendments and provider enrollment. Ability to keep a variety of projects organized and moving forward simultaneously. Ability to bring creativity and innovation to the service delivery system to promote consumer self-determination and community integration.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug testing and security clearances may be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with consumers.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Human Resources Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. **An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.**

***DEADLINE:** Until Filled.

***NOTE:** Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position.